# 2013 – 2014 GRADUATE STUDENT HANDBOOK
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MISSION
Mount Mary University, an urban Catholic University for women sponsored by the School Sisters of Notre Dame, provides an environment for the development of the whole person. The University encourages leadership, integrity, and a deep sense of social justice arising from sensitivity to moral values and Christian principles.

Mount Mary commits itself to excellence in teaching and learning with an emphasis on thinking critically. The baccalaureate curriculum integrates the liberal arts with career preparation for women of diverse ages and personal circumstances; the programs at the graduate level provide opportunities for students to enhance their professional excellence.

GRADUATE EDUCATION MISSION
Graduate education at Mount Mary University provides academic and professional advancement opportunities to women and men consistent with the institutional mission of the University. The graduate programs offer degrees, professional continuing education, and advanced personal enrichment courses of study. Mount Mary provides graduate education that results in students who are committed to being critical and creative scholars, ethical and just human beings with global perspective, and leaders who put knowledge into transforming action. The goals of graduate scholarship and research are:

- Reflective thinking
- Development of in-depth knowledge and specialized skills in an area of concentration
- Application of theoretical and empirical findings to relevant issues with the discipline

VISION
Mount Mary University is recognized as a diverse learning community that works in partnership with local, national and global organizations to educate women to transform the world.

PURPOSES OF MOUNT MARY UNIVERSITY
In order to achieve the mission of Mount Mary University the following statement of purposes has been articulated. These purposes provide direction for planning, programming and administration of the University.

The purposes of the University are to:

1. Provide undergraduate and graduate programs that stimulate students to seek knowledge, think critically, communicate thought effectively and appreciate the rich diversity of the University community and the world around them.
2. Offer all students a basis for intellectual convictions, ethical values based on Christian principles and an aesthetic framework to enrich their lives.
3. Effectively integrate the liberal arts with career preparation.
4. Prepare students to use leadership qualities and to demonstrate a strong sense of social responsibility by providing curricular and co-curricular opportunities for growth, both on campus and in the larger community.
5. Foster excellence in teaching based on an environment of academic freedom and a commitment to ongoing professional development.
6. Continue to serve in the tradition of the School Sisters of Notre Dame whose mission includes providing for the needs of women in a changing and diverse society.
7. Operate with fiscal responsibility in the context of implementing the mission of Mount Mary University.
Introduction
Welcome to Mount Mary University! The Graduate Student Handbook provides information for graduate students about Mount Mary University student services, procedures, and policies. Specific graduate program requirements, curriculum overviews, policies and other useful information are provided in the Graduate Bulletin and graduate program supplements. Graduate students are encouraged to become familiar with the Bulletin as well as the material contained in this Handbook, as all University policies are applicable to all students in graduate programs.

Office for Graduate Education (OGE)

Douglas J. Mickelson, Ph.D., Dean for Graduate Education
Judy Borawski, Director of Graduate Admissions
Landa Evers, Graduate Admission Counselor
Liz Saffold, Visitor Services Coordinator
Notre Dame Hall, Room 152
(414) 256-1252
e-mail: mmc-gradinfo@mtmary.edu

The Dean for Graduate Education is the administrative officer of the Graduate Division. The Office for Graduate Education provides administrative support for graduate programs throughout the University, embraces new and emerging technologies, and promotes excellence in graduate education for students and faculty.

The Graduate Education staff is committed to honoring the diversity of Mount Mary communities, fostering best practices for graduate education for faculty and students, and establishing clear expectations for academic and professional excellence.

Office hours are Monday through Friday 8:00 a.m. to 4:30 p.m.

Graduate Programs
Please contact the appropriate Program Director to obtain specific graduate program information.
Mount Mary University offers the following graduate degrees:

• Doctorate of Art Therapy Program
  Lynn Kapitan, Ph.D., ATR-BC
  Doctorate Program Director
  Room 232 Caroline Hall
  Phone: (414) 256-1215, ext. 448
  e-mail: kapitanl@mtmary.edu

• Graduate Program in Art Therapy
  Chris Belkofer, Ph.D., ATR-LPC
  Graduate Program Director
  Room 226 Caroline Hall
  Phone: (414) 256-1215, ext. 489
  e-mail: moonb@mtmary.edu
• **Graduate Program in Business Administration**
  Kristen K. Roche, Ph.D.
  Graduate Program Director
  Room 332 Fidelis Hall
  Phone: (414) 258-4810, ext. 478
  e-mail: rochek@mtmary.edu

• **Graduate Program in Counseling**
  Carrie Smith King, Ph.D.
  Graduate Program Director
  Room 356 Kostka Hall
  Phone: (414) 258-4810, ext. 318
  email: kingc@mtmary.edu

• **Graduate Program in Dietetics**
  Megan Baumler, Ph.D.
  Graduate Program Director
  Room 353 Notre Dame Hall
  Phone: (414) 258-4810, ext. 659
  e-mail: baumlerm@mtmary.edu

• **Graduate Program in Education**
  Debra Dosemagen, Ph.D.
  Graduate Program Director
  Room 220 Fidelis Hall
  Phone: (414) 256-1214
  e-mail: dosemagd@mtmary.edu

• **Graduate Program in English – Writing Concentration**
  Ann Angel, MFA.
  Graduate Program Director
  Room 230 Fidelis Hall
  Phone: (414) 258-4810, ext. 296
  e-mail: angela@mtmary.edu

• **Professional Entry Graduate Program in Occupational Therapy**
  Kari Inda, Ph.D., O.T.R., CEAS
  Professional Entry Graduate Program Director
  Room 218 Gerhardinger Center
  Phone: (414) 258-4810, ext. 263
  e-mail: indak@mtmary.edu

• **Post-Professional Graduate Program in Occupational Therapy**
  Jane Olson, Ph.D., O.T.R., FAOTA
  Post-Professional Graduate Program Director
  Room 216 Gerhardinger Center
  Phone: (414) 256-1246
  e-mail:olsonj@mtmary.edu
ADMINISTRATIVE OFFICES

President
Notre Dame Hall, Room 145
Phone: (414) 258-4810 Ext. 207
The President is the executive leader of the University, and as such, represents the University before the public; transacts business with outside agencies; and exercises guidance and direction to promote the harmonious integration of all departments and offices of the University. The President welcomes dialogue with students.

Vice President for Academic and Student Affairs
Notre Dame Hall, Room 150
Phone: (414) 258-4810 Ext. 203
The Vice President is always ready to advise students on matters that concern their academic interests and their general welfare. He helps them with questions about their curriculum and assists them in making wise use of the opportunities offered by the University. He is concerned with developing appropriate policies and with the administration of regulations in regard to the curriculum, academic standards and student life.

External Relations
Notre Dame Hall, Room 154
Phone: (414) 256-1217
The Office of External Relations is responsible for Program Development and Initiatives. This office oversees departments such as; Alumnae Relations, Corporate Foundation Relations, Development Office, and Marketing/Public Relations & Communication.

Development Office
Haggerty Library, Lower Level, Room 015
Phone: (414) 443-3638
The Development Office is accountable for soliciting and processing all levels of gifts for the University. They oversee the Annual Giving Program as well as accept and acknowledge Gifts-in-kind. This office researches potential donors, schedules donor and prospect meetings, and prepares proposals for donors.

Business Office
Notre Dame Hall, Room 161
Phone: (414) 258-4810 Ext. 228 and Ext. 202
The Business Office can provide answers to financial and accounting questions. This office is responsible for Perkin loans and Perkin loans exit interviews.

Student Accounts
Notre Dame Hall, Room, 159
Phone: (414) 258-4810 Ext. 165
Student account information such as tuition bills, Promissory notes, payment plans, and bill payments is provided through the Business Office.

Buildings and Grounds
Caroline Hall, Room 145
Contact the operator to speak with S. Georgeann.
Buildings and Grounds oversee the operations of the switchboard, housekeeping, recycling, grounds, and building maintenance. Submit maintenance requests to this office.
**Human Resources**

Notre Dame Hall, Room 156  
Phone: (414) 258-4810 Ext. 208

The Office of Human Resources can answer questions in regards to employment. Suggestions and concerns are addressed through the Office of Human Resources.

**Information Technology**

Haggerty Library, Lower Level  
Phone: (414) 258-4810 Ext. 321

Located on the Fitzpatrick Level of the Haggerty Library, IT provides support for the computing needs of the students, faculty, and staff of the University community. The center is staffed by a director, technicians, network administrator, administrative systems support person, and student workers.

Help Desk Hours include -  
Monday through Thursday - 7:45 a.m. to 10:00 p.m.  
Friday - 7:45 a.m. to 4:30 p.m.  
Saturday and Sunday - 8:30 a.m. to 5:00 p.m.

Mount Mary has numerous public and departmental computer facilities that are available to the Mount Mary community. Several of these facilities are open 24 hours a day, seven days a week. All buildings, residence hall rooms and most classrooms are connected to the network and from there to the Internet and campus-provided E-mail system.

**Campus Facilities Use**

Dominic Hall, First Floor  
Phone: (414) 256-1227

The Campus Facilities Use Office provides a current calendar of Campus Facilities Events on www.mtmary.edu coordinates rental information for Sodexho, Building and Grounds Department, and other departments as needed. Contact this office to schedule non-academic rooms for campus use. The Campus Facilities Use office is also responsible for renting out campus facilities to the external public.

**Alumnae Relations**

Dominic Hall, First Floor  
Phone: (414) 256-1254

The Mount Mary University Office for Alumnae Relations plans, supports, advises and produces alumnae events and activities that encourage interaction between the entire alumnae body and the University. In addition, the Office maintains an up-to-date extensive database on its alumnae, as well as directing communication between the University and the alumnae, often in collaboration with other offices of the University.

Alumnae on the current mailing list receive the *Mount Mary Magazine* twice a year and the summer edition “Briefings.” In addition to annual class letters from delegates, other communication vehicles include a monthly e-mail bulletin, an alumnae web page on the Mount Mary website and an alumnae directory, published every ten years.

An alumnae reunion is held at the University each year and includes the annual awarding of the Madonna Medals. These awards are given to alumnae who have excelled in the areas of professional performance, community service, and service to the University/Alumnae Association.

A fifty-percent tuition discount is given to baccalaureate graduates of the University for a maximum of four undergraduate credits per semester, excluding summer session. Other perks include a lifetime library card, free parking privileges, and access to the career development resource library.
GRADUATE STUDENT SERVICES AND POLICIES

Student Success Center – First floor Haggerty Library

Academic Counseling
(414) 256-1222
Academic Counseling is available to assist all students who may have academic concerns. Students partner with the academic counselor to problem solve, plan, and establish realistic academic goals.

Accessibility Services
(414) 443-3645
Mount Mary University is committed to providing equal opportunities in higher education to academically qualified students with disabilities. Students may receive accommodations for a documented disability by providing the required documentation, completing an evaluation, and meeting with the Coordinator of Accessibility Services to identify reasonable accommodations.

Learning Services
(414) 258-4810, Ext. 291
Assistance is available to all members of the Mount Mary community who wish to enhance their academic skills. This assistance is free of charge and accessible on a drop-in or by-appointment basis. Many graduate students can benefit from assistance in writing expectations for graduate classes. Professional tutoring may take place on an individual or group basis. Special testing accommodations for students who have special needs are also available.

Advising and Career Development
(414) 256-1243
Advising and Career Development provides advising and referral to academic advisors for students. Vocational inventories are available to students to aid them in assessing their interests and skills and choosing a major. The Director also assists students in planning internships and work experiences related to their field of study.

Students may use the Center to meet with an advisor to discuss their academic program or to obtain information and required courses for their major. They can use the Career Library to research occupations and employers, pick up handout on resumes, interviewing tips or web sites for job hunting. Students can network with alumnae through the Student Career network, or check the regular listings of full and part time jobs. The Center provides a computer, printer, duplicating machine, fax machine, and typewriter for student use.

Counseling Center
Phone: (414) 258-4810 Ext. 378
The Counseling Center offers individual short-term counseling for students regarding a wide range of personal problems. Support and information concerning adjustment to University and life skills are offered through workshops and educational programs. Counselors will provide referral to community resources for those students requiring specialized and/or long-term treatment. Counseling services are confidential and free to Mount Mary University students. The Counseling Center is located on the lower level of Notre Dame Hall.

Alumnae Association
The Mount Mary Alumnae Association is an organization comprised of all former Mount Mary graduates. The purpose is to provide support and assistance to the University. The elected officers work closely with the Alumnae Relations office. At Commencement, the Alumnae Association distributes pins to all graduates welcoming them into the Alumnae Association.
Athletic Eligibility

**Student athletes must be undergraduates pursuing their first degree.** Students participating in intercollegiate varsity athletics must meet certain eligibility requirements set by Mount Mary University. Student athletes must be in good academic standing and be a full-time student during the semester they compete (minimum of 12 credits). A physical examination is required for the first year of participation and as needed in consequent years.

**Returning Students:** After completion of the second term of attendance and from then on, the student must have accumulated a total of 24 institutional credit hours in the two immediately previous terms of attendance. The student has 10 semesters in which she is regularly enrolled as a student for institutional credit to compete 4 years. Regularly enrolled applies to a “term of attendance” (enrolling in 9 credits or more at any institution).

**Transfer Students:** The student must have been eligible to participate at the previous four-year institution to participate at Mount Mary. She must meet minimum credit requirements. If she participated in a specific sport, a release from the former school’s athletic office must be obtained.

**THESE ARE ONLY SOME OF THE MAJOR ELIGIBILITY REQUIREMENTS FOR STUDENT ATHLETES AND ARE NOT INTENDED AS A COMPLETE LISTING.** For answers about specific questions or situations, please see the Athletic Director, 153 Caroline Hall, Ext. 644.

**ATM**

An ATM machine is located in the lobby of Caroline Hall near the Switchboard and is for use by all campus members.

**Bicycles**

Any member of the campus community may check out a bicycle for use by contacting the Director of Athletics or the Office of Student Affairs, Caroline Hall, 147. Students may park their bicycles in any of the racks provided on campus. Caroline Hall residents are allowed to use the bike rack located in the southeast corner of the women’s locker room. Mount Mary University assumes no responsibility for damage or loss due to theft of bicycles.

**Barnes and Noble Bookstore**

Bergstrom Hall, Lower Level
(414) 256-0197

The bookstore’s main function is to provide required and recommended texts for MMC courses. It also carries a large array of supplies for students’ and departments’ needs. Stationery, clothing, gifts, and personal items are also available.

The bookstore hours are available through the Mount Mary website at [http://mtmary.bnUniversity.com](http://mtmary.bnUniversity.com).

Books may also be ordered by credit card over the telephone by calling (414) 258-4810, Ext. 272.


**Campus Communication-Mailboxes**

Information important to graduate students is disseminated in a number of ways:
**Campus Mailboxes**
Each student may be assigned a mailbox on campus. The mailbox system is currently a source of communication between the University and students. Students should check their mailbox regularly for messages, receipts, pre-registration information, letters from faculty, and important announcements. **Resident students** are provided a combination and a mailbox next to the Mailroom until such time that their housing contract is cancelled. **Commuter students** are able to be assigned a campus mailbox. Please contact the Mailroom if you would like to be assigned a box.

**Campus E-mail**
E-mail is provided to all Mount Mary University registered students, faculty, and staff. E-mail is an important means of communication on campus, and students are requested to check regularly for messages and announcements. Students may access e-mail through several locations:
- Computer Lab located in the lower level of the Library
- A computer kiosk in the Bradley Grill, lower level of Caroline Hall
- The Student Lounge on the first floor of Caroline Hall
- The Cyber Café on the first floor of Gerhardinger Center

E-mail usage is covered by other Mount Mary policies that are applicable. These other policy restrictions include but are not limited to the following:
- Unauthorized sales, special collections or commercial use purposes are not allowed.
- A student has the right to present herself in her own name as an individual, but she may not pose as a representative of the University or as a spokesperson when presenting her views.
- Harassment will not be tolerated and will be met with disciplinary action.
- Mount Mary University cannot and will not protect students from prosecution due to misuse of E-mail in violation of local, state and federal laws.

**Bulletin Boards**
**Academic Bulletin Board** -- located on the east wall near the bottom of the stairs at the south end of the first floor of Notre Dame Hall (NDH); Dean’s List, Graduation List.

**Financial Aid Bulletin Board** -- located on the west wall at the south end of the first floor of Notre Dame Hall; scholarships, financial aid deadlines.

**Registrar’s Bulletin Board** -- located to the left of the door to the Registrar’s Office NDH 155; class schedules, closed courses, schedule changes, classroom assignments.

**Office for Graduate Education Bulletin Board** – for graduate students, located in the east-west corridor at the north end of the first floor of Notre Dame Hall; office hours, special course information, social events.

**Business Office Bulletin Board** – located on the east wall at the north end of the first floor in Notre Dame Hall; notices and messages

**Student Bulletin Boards**
Flyers must be approved before posting by the Office of Student Affairs, Caroline Hall, 147. All flyers will be posted on designated bulletin boards by the Office of Student Affairs. A maximum of 8 flyers will be approved. Flyers must have an original stamp to be posted. Copies will not be accepted. Flyers will only be approved, at most, one month in advance of the event. All flyers may not exceed 11” x 17.” Exceptions will be granted for some University sponsored events. Any postings not following these procedures will be immediately removed.

<table>
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<tr>
<th>For Sale/Wanted Board</th>
<th>Lower level of BH</th>
<th>Postings about items for sale/wanted.</th>
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<td>For Rent Board</td>
<td>Lower level of BH</td>
<td>Information about local apartments for rent.</td>
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Student Organizations Board
- Lower level of BH, outside of the Bradley Grill
- Information/events/postings from registered student organizations.
  Members are responsible for maintenance of their club’s section.

Upcoming Campus Events Boards
- Various locations around campus
- Information about upcoming events that will be held on the Mount Mary University Campus.

**Campus Dining**

Dining services are provided by Food Service Incorporated. Campus Dining is available in a variety of locations: the Alumnae Dining Room located in Bergstrom Hall, the University Dining Room located in Caroline Hall, Parkway Place in lower level of Caroline Hall, and “grab and go services” at the Cyber Café located in Gerhardinger Center, lower level of Caroline Hall, and Learning Commons first floor of Haggerty Library. For hours of operation please call (414) 256-1232 or go to [www.mtmarydining.com/locations.html](http://www.mtmarydining.com/locations.html). Catering services are also available through Campus Dining.

All areas and services are available to all students. A brief summary of the varied meal plans and options for students is listed below. The Campus Dining Director, ext. 232, can answer any questions and explain the options in greater detail.

**Resident Students** - Three meals are served each weekday, while brunch and dinner are served on weekends (a total of 19 meals available weekly). Resident students can choose from four different meal plan options to best meet their needs. Some of the meal plans feature "Munch Money." All meal plans feature "all you can eat" dining. The meal plans offer a variety of flexibility and options. Each of the meal plans run Monday - Sunday.

**Commuter Students**

Commuting students, too, can take advantage of "Munch Money." "Munch Money" is a way to prepay for meals/snacks you have during the year. "Munch Money" is “tax free” and the student automatically receives 5-11% interest by purchasing it. That is a possible savings of 16% on meals! Any student can purchase "Munch Money" in the Campus Dining office in Caroline Hall. Call ext. 232 for more information on purchasing and using "Munch Money." A la Carte pricing is available for all purchases with “Munch Money” or cash.

**Campus Facilities Usage**

Scheduling of campus spaces can be arranged by contacting the following offices:

- The Bradley Grill, Crossroads, Courtyard, Cyber Café area, Caroline Hall Student Lounge and Parkway Place can be reserved by completing a Space Request form. This form can be obtained through the Director of Student Engagement. Reservations must be requested three business days in advance to allow for processing.
- Classrooms can be reserved through the Registrar’s Office.
- Bloechl Center, Caroline Hall Gym and the Pool can be reserved through the Athletics Department
- All other facilities can be scheduled by contacting Beth Bacik at extension 227, located in Dominic Hall, 1st floor.

Students who use a room are responsible for the order of the room after use. If special arrangements must be made with the maintenance personnel, the Director of Buildings and Grounds must be contacted 72 hours prior to the event.

The noon hour on Tuesday and Thursday is reserved for club and all-University organization meetings. No meetings or activities are to be scheduled from noon until one on the first Tuesday of every month. This time slot is reserved for the First Tuesday programs sponsored by the Faculty Development Committee.
**Campus Information Center**
The Campus Information Center is located on the first floor of the Gerhardinger Center and provides information on campus events and locations and is the main distribution point for special event tickets and event sign-up sheets.

**Campus Vehicles**
*Authorized Drivers.* Individuals need to be preauthorized to drive a University vehicle and must be 18 to drive a University car and 21 to drive a University van. Every authorized van trip must have at least two authorized drivers unless the trip is within the Milwaukee Metropolitan area. Any student group using the van must be accompanied by a faculty or staff member unless prior exception is made through the Director of Buildings and Grounds.

*Reservations.* Any recognized Mount Mary University student group or University-sponsored group attending a sanctioned event is eligible to reserve the van. Four or more faculty or staff members attending a meeting as University representatives may reserve a van. Reservations can be made by completing a Vehicle Reservation Form at the Switchboard, dropping it in the acrylic holder on the wall next to the Director of Buildings and Grounds Office at 145CH. For trips of more than 500 miles one way, the Director of Buildings and Grounds must co-sign the Reservation Form. Groups of fewer than four should reserve the University cars. Reservations are honored on a “first come, first served” basis. Requests for use of the van must be made at least one week in advance and not more than four months in advance. All passengers must sign standard school Field Trip Waiver forms which are available in the Office of the Provost. The advisor or faculty member is responsible for ensuring that these forms are signed by all passengers for every trip. The vehicles must be returned in the same or better condition as when it was checked out. All garbage, litter, etc. must be removed at the end of the trip. A minimum $20.00 cleaning fee will be assessed if University personnel must clean the vehicle before checking it out again.

**Children on Campus**
Children are defined by Mount Mary University as those persons under the age of 16. The University cannot be responsible for any children who are not in the Child Care Center or in a program sponsored by Mount Mary University. The following regulations apply to children not on campus as part of the above two conditions:
- Children may remain on campus only if accompanied by a parent or other responsible adult.
- Babysitting is not allowed on campus. Children may not stay overnight in Caroline Hall with residents.
- Children may not be taken to classrooms or laboratories.
- Children may not at any time be left alone on campus with the exception that children from the ages of 12 to 16 may use the Haggerty Library facilities until 5:00 p.m. and may remain in the Library after that time if accompanied by an adult.
- Mount Mary University reserves the right to exclude from campus any child who is not under responsible supervision.

**Computer Center**
Haggerty Library, Fitzpatrick Level (Lower Level)
(414) 258-4810, extension 321
The Computer Center contains three computer classrooms as well as a work area with computers available to all students, faculty and staff for work related to courses. IBM compatible computers, and Apple Macintosh computers are available, with a wide variety of popular software for many purposes. New software and computers are continually being added as the need arises. Student helpers and center staff are available to assist with computer questions.
The computer center is open whenever classes are in session, though hours are reduced during the summer and between semesters. Contact the computer center to obtain hours of operation. Hours for study days, exam week and holidays will be posted approximately one week in advance. Watch for signs in the center, or call ext. 321 for information on center use and hours.

**Computer Systems and Data Networks Policy**

The use of the computing and network facilities of Mount Mary University is available to all faculty, registered students, and staff for research, educational purposes, and administrative work. All users must utilize computing equipment, software, and network access in a manner consistent with appropriate University policies, procedures, and codes of conduct that are not prohibited by applicable statutes of the Wisconsin Criminal Code. The following actions are prohibited:

- Unauthorized use of access codes or privileges associated with an access code not assigned to a user;
- The reading, copying, altering, or destroying of files or software for which the user has not been given authorized access by the owner;
- The intentional or negligent altering or destroying of files or software provided by the University;
- Actions which interfere with computer or network access by other users;
- Installation of personal software without prior authorization by Computer Services Department staff;
- Allowing access to the computer or network systems with their access code by any other person.

Mount Mary University computer systems and data networks, including electronic mail and Internet, are restricted to authorized user for authorized purposes. Usage may be monitored to administer the system properly, to identify unauthorized use, and to investigate misuse. Confidential information may not be disclosed without authorization.

In the event that University personnel observe what they consider to be misuse of computing or network resources, they will contact the user or her/his supervisor (in the case of staff) and recommend one or more of the following actions be taken:

- That project be more carefully supervised;
- That offender be denied access to the system(s) temporarily or permanently;
- That appropriate University disciplinary action or civil action be taken.

Users are encouraged to use all available system features to insure security of their access codes and files. For more information on these features, refer to available software manuals or consult Computer Services Department Staff in Lower Level, Haggerty Library, 016.

**Computer System Frequently Asked Questions**

- **Do I need an account to use the computers on campus?**
  Yes. An account will be created for you upon registration.

- **How do I log into the system?**
  All registered students will be given a system ID and an email account. When you log into the system for the first time you will receive a message telling you that your password has expired. You will need to change your password following the guidelines listed below:

  Passwords need to be a minimum of 8 characters long. A password with letters, numbers or symbols is preferred. The password is case sensitive.

  **Example:** sk8terb0y IH8Bugs th3m4tr!x 2B*Ornot2B

  **NOTE:** This password is only your **system** password. It does not change your email, Educator or My Mount Mary password.

- **How do I get an email account?**
  An account will be created for you upon registration.
• **What if I forget my password?**
  You can have your passwords reset or changed by coming to the Computer Center located in the lower level of Haggerty Library. You will be required to show a picture ID.

• **Can I get access to my Mount Mary email from off campus?**
  Access is currently available by using a link located on the Computer Services Web Page accessed from the Mount Mary web site.

• **What computer resources are available to me while I am on campus?**

<table>
<thead>
<tr>
<th>Location</th>
<th>Equipment</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyber Café – Gerhardinger Center</td>
<td>7 – Dell computers – System, Email, Internet Access - Wi-Fi (no printers)</td>
<td>8 am to 10 pm, 7 days a week</td>
</tr>
<tr>
<td>Parkway Place – Lower Level Caroline Hall</td>
<td>2 – Computers – System, Email, Internet Access (no printers) Wi-Fi</td>
<td>24 hours a day, 7 days a week</td>
</tr>
<tr>
<td>1st Floor – Caroline Hall</td>
<td>2 computers in Lounge - Wi-Fi</td>
<td>24 hours a day, 7 days a week</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>2 computers and printer on each floor - Wi-Fi</td>
<td>24 hours a day, 7 days a week (Key Required)</td>
</tr>
<tr>
<td>Student – 1st Floor</td>
<td>10 computers and printer Wi-Fi</td>
<td>Posted Library Hours</td>
</tr>
</tbody>
</table>
| Computer Services – Lower Level of Library | 13 Dell computers  
1 Macintosh computer  
Scanner, printers, cd-burner   | Posted Computer Center Hours                                             |
| Computer Labs (8)                      | Varies                                                                  | Scheduled by instructors                        |

• **Are the computers in the classrooms available outside of class time?**
  These rooms are not for general use. If there is specific software that is only available in those facilities instructors can make special arrangements for you.

• **What printing is available?**
  In the Caroline Residence Hall labs, laser printers are available. You need to supply your own paper. Library 1st floor has a laser printer available. This printer is available for school related printing and is limited to one copy only. A copy machine is located in the area for when multiple copies are needed. Lower level of the Library has a laser printer that can be used for school related assignments and is limited to one copy of an assignment. A color printer is also available for printing one copy of final projects that require color. A page on a color printer costs about 90¢ to print so please use this printer only for final projects that require color. Use of special paper requires the approval of Computer Services.

• **What other computer devices are available for student use?**
  Computer Center is equipped with a scanner and CD burner. Computer Center has zip drives available for check out and use in the General Lab.

*Projectors for use in class presentations are available for checkout through Media Center.*
• **Can I install programs on Mount Mary lab computers?**

No. This includes instant messenger programs, screen savers, wallpaper, etc. If you would like to recommend a software package be purchased for use on campus please contact Computer Services.

• **Can my friend use the computers on campus?**

No. The computers on campus are for Mount Mary students only.

• **Does the campus offer educational discounts on software for students?**

Microsoft and Adobe software products are available through the Computer Services Department web page.

• **Does Mount Mary recommend an Internet Service Provider (ISP) for at home?**

No. There are several good local as well as nationwide providers.

• **How do I get help?**

Help is available from the Helpdesk located in the Computer Center located in the lower level of Haggerty Library or by phone at (414) 258-4810, ext. 321.

• **I’m moving into Caroline Hall, and want to buy my own computer. What should I buy?**

No specific brand of computer is recommended. If you live out of the area you may want to consider one of the national brands (Dell, Gateway, etc.) this might make it easier for you to get service if needed.

The computer will need an Ethernet network card installed. On some machines this is built in and on others it is optional.

We will be using Microsoft’s Office 2007 products on Campus this fall. It is recommended that you purchase that software to make using lab printers, etc. easier. You can purchase software through our web site for educational discounts.

Though Apple computers currently work on our network, they are not supported to the same high level that pc-based machines are.

• **I already own a computer. Will I be able to connect it to the Internet connection in my dorm room?**

Yes. If your computer meets the minimum requirements (see below) Computer Services will work with you to get it connected.

The following are **minimum** configuration options that will make connecting to the Internet easier:

- Processor - minimum Pentium 4
- 512 MB or 1GB Memory
- Ethernet Network card
- Network Cable (not phone cable) available for purchase in the bookstore
- Operating System Windows XP or Vista
- Up-To-Date virus scanning software

**Wireless is not currently available at Mount Mary at this time.**

We will be using Office 2007 (Word 2007, Excel 2007, PowerPoint and Access 2007 this fall)

• **Is there a charge for the Internet connection in my room?**

No.

• **Do I have to use my phone line in my residence hall room to connect to the Internet?**

No. The connection is done through a network connection in you room. It does not use a phone line.

• **How do I get my pc connected in my residence hall room?**

A request form will be given to you when you check into the Residence Hall.

See Information Technology Acceptable Use Policy on page 49.

See File-Sharing and Copyright Infringement Policy on page 52.
Emergency Contact
If there is an emergency where someone needs to reach you on campus, they may call the Switchboard at (414) 258-4810 or the Student Affairs office at (414) 256-1220. We will attempt to locate you using your class schedule. The operator will contact the appropriate personnel depending on the emergency and time of the call. If you anticipate an urgent call for any reason, please notify the Switchboard or the Student Affairs office so as to facilitate our reaching you. The University does not interrupt classes for non-emergency messages.

Emergency Health Care
In the event of a sudden illness or a need for emergency care, students should contact the Switchboard at ext. 345 or (414) 258-4810. The Switchboard attendant will help in obtaining emergency care. Public Safety officers are CPR certified and trained in basic first-aid. Students are responsible for any charges for services rendered off campus. Several Urgent Care Clinics near campus include:

- Advanced Healthcare Mayfair Road Clinic: 3289 N. Mayfair Rd., (414) 771-7900
- Aurora Health Center – Mayfair: 10400 W. North Avenue, (414) 479-2520
- Plank Road After Hours Clinic: 1155 N. Mayfair Rd., (414) 456-5990
- Wheaton Franciscan Health Clinic: 201 N. Mayfair Rd., (414) 259-7200

Emergency Reporting
If an accident or health problem that requires aid occurs, the student should call the Switchboard immediately by dialing ext. 345 or (414) 258-4810. The student should give her/his name and the location of the accident or health problem. The student should remain at the scene until help arrives. If help is not on the scene within two or three minutes, the student should follow up with a return call to the Switchboard.

All accidents should be reported promptly, even though they may not require immediate aid. The University encourages the person sustaining the accident to seek medical attention and to file an accident report as soon as possible with the Security Department.

When a health emergency occurs, and the person who is having the emergency asks for an ambulance or paramedic, please call 911 immediately and direct them to the closest side of the University (92nd Street or Menomonee River Pkwy.) After calling 911, please call the campus security, ext. 345. A security officer will respond to the emergency and render aid until an emergency vehicle arrives.

A first aid kit, if needed, can be obtained in the Student Affairs Office, Caroline Hall, Room 147 or in the cupboard in Room 242 of Notre Dame Hall where the public copy machine is located, and at the Switchboard.

Employment (Part-Time)
The Financial Aid office handles part-time work-study and Mount Mary University part-time student employment for the fall, spring, and summer sessions. Check your Financial Aid award to determine if you are eligible for federal work-study funds.

Financial Aid
Notre Dame Hall, Room 139
(414) 256-1258

The Financial Aid counselors advise students of financial aid available to them at MMC. They meet with students and parents to arrange for financial aid and assist in the preparation of applications for federal and state aid. In addition, they coordinate applications and placement of students for on-campus work and off-campus work-study positions. They are also available for counseling in regard to financial budgeting.
To qualify for financial aid a graduate student must take a minimum of 3 graduate credits per semester to be considered half-time and a minimum of 6 graduate credits to be considered full-time. To qualify for financial aid, a student must also be accepted to a graduate program.

The normal Financial Aid office hours are listed below, or may be arranged by special appointment.

- Monday: 8:00 a.m. to 4:30 p.m.
- Tuesday: 8:00 a.m. to 6:00 p.m.
- Wed-Fri: 8:00 a.m. to 4:30 p.m.

**Fire Drill Regulations**

The purpose of exit fire drills is to give practice in quick and orderly evacuation of all occupants of a building to a point of safety. A fire drill will be conducted at least once each year. A monthly drill is required by state law Childcare Centers.

Faculty members are responsible for moving their classes out of the building at the sound of the fire horn. All personnel are to leave the building at once. Elevators are not to be used during the drill. Students may return to University buildings after the return signal is given.

**Graduate Student Orientation**

All graduate students who are new to Mount Mary University are invited to attend an orientation to the University offered through and coordinated by the Office for Graduate Education (OGE). New graduate student orientations are held in August and January, and as needed in the summer.

**Guest Rooms**

A limited number of Guest Rooms are available in Caroline Residence Hall for use by commuting students, faculty, staff, and guests as available. Each room is furnished and includes bed and bath linens, a TV, alarm clock, small refrigerator, and private bathrooms. The Guest Room fee is $30.00 for single occupancy and $40.00 for double occupancy per day and reservations can be made through the Coordinator of Residence Life and Student Engagement, ext. 169. Guest rooms may also be used on a short-term basis for student, faculty, and staff mothers who need a private area for breastfeeding during the day.

**Haggerty Library**

Patrick and Beatrice Haggerty Library, Second Floor
(414) 256-0190

The Patrick and Beatrice Haggerty Library is located on the southwest corner of the campus. The collection consists of approximately 580 active periodical title subscriptions, 100,000 volumes, and 9,800 audiovisual items for students to use. The Library belongs to the seven member SWITCH Consortium, whose holdings are accessible through a combined online catalog called TopCat (http://topcat.switchinc.org). Items displayed from member institutions can be requested online with a one-day turn-around cycle. Periodical databases with full-text articles support all subjects and programs at the University. Additional library cooperative consortia, as well as interlibrary loan, are available.

The library occupies two floors. The facility has individual and group study rooms, a language laboratory, copiers, and comfortable reading areas. The Fitzpatrick Learning Level, the lower level of the Haggerty Library building, houses classrooms, the Computer Center, the Academic Resource Center, and the Teacher Education Center.

The library purchases new materials to match the classroom instruction needs of the University, as well as limited purchasing for the recreational reading needs of students. The library also accepts direct new material suggestions from students.

Reference and Instruction assistance is available during all operating hours of the library. Please ask for help. A number of new and updated electronic reference capabilities via our library web page will be available on the first floor of the library and remotely to network connected students. Ask for details.
Library hours of operation are available and posted. Any changes in library hours are posted in advance around campus, in the library, and on the remotely accessible online library catalog.

**Health Insurance**

The University requires every full-time undergraduate student (non-accelerated programs), full-time graduate student (non-doctoral programs), international student, student athlete, and residence hall student to have health insurance coverage. Students who already have health insurance and opt not to participate in Mount Mary University’s student health insurance plan must provide proof of coverage by filling out a Waiver Form. Students who do not have coverage and/or do not submit a Waiver Form will be automatically entered into the Mount Mary University’s student health insurance plan at the beginning of the school year or upon enrollment. For more student health insurance information and forms, please visit [http://www.mtmary.edu/insurance.htm](http://www.mtmary.edu/insurance.htm) or the “Campus Life” on my.mtmary.edu.

**Immunizations**

All Caroline Residence Hall students are required to provide information about immunization records prior to living in the residence hall. Students should inquire in their academic departments for information about immunizations required in their fields. All international students are required to provide information about immunization records as a part of the enrollment process.

**Lockers**

Lockers are available for student use in several areas on campus. Students may select a preferred locker location and stop at the Student Affairs Office located in Caroline Hall 147 to check availability, place a refundable $5.00 deposit for a campus lock, and be issued the combination. The locker can be assigned by semester or year. The deposit is refunded when the lock is returned to the Student Affairs Office. During the summer, lockers will be cleaned and repaired. Any locker with a lock not issued by the Student Affairs Office is subject to having it cut off and the contents removed.

**Lounges**

Several lounges are available at various locations on campus. The Student Lounge located in Bergstrom Hall is a spacious area with ample lounge chairs and sofas, a TV, a piano, and a fireplace. It is ideal for large student gatherings as well. Gerhardinger Center offers not only table seating in the Cyber Café area, but two lounges on the first floor. The Gerhardinger Student Lounge offers comfortable chairs, a TV, and a pool table. Vending machines and the Cyber Café are adjacent to it. The Jacobus Lounge, also located in the Gerhardinger Center provides several tables and chairs for students to use for studying, socializing, working on projects, etc. There are two private Project Rooms located in the Jacobus Lounge. The Bradley Grill located on the lower level of Bergstrom Hall has vending machines, a TV, tables and chairs, and some computers for student use. Each residence hall floor in Caroline Hall provides a public lounge available for students residing in the hall. Each lounge has sofas, chairs, cable TV, and is connected to a kitchen which houses a large refrigerator, electric stove, vending machines, and a small table and chairs. Cooking supplies may be checked out from the Resident Assistant Office for use in the kitchens.

**My Mount Mary (my.mtmary.edu)**

This site is designed to help you maintain and access institutional records. With a password students can access their grades, directory information, coordinate group projects/meetings, and a whole lot more. Some of the features available to students include the ability to check grades, see class schedules, and view course history. To gain access, students must receive a User ID and password from the Registrar’s Office, Room 153 Notre Dame Hall. If at any time you have difficulty gaining access to My Mount Mary using your provided password, please contact the IT Department Help Desk at ext. 321. Staff members can obtain access to My Mount Mary by contacting the IT Department at ext. 321.
Notary Public
The services of a notary public are available free of charge to all students during regular office hours at the Business Office.

Parking Area, Parking Permits, and Vehicle Registration
Parking is available free on campus in designated lots. All vehicles using the parking facilities must be registered and have a permit. Permits are obtained through the Student Affairs Office and must be hung on your rearview mirror. Vehicles without the official permit may be ticketed. Public Safety officers check all vehicles for appropriate permits and check roadways to keep them free. Parking spaces for disabled persons are clearly marked.

Recreation and Fitness Opportunities
Fitness Center, Bloechl Recreation Center, Upper Level
Swimming Pool, Caroline Hall, Lower Level
Outdoor Connection, Caroline Hall, Room 140
(414) 258-4810, ext. 636

The **Fitness Center** located on the upper level of the Bloechl Recreation Center has a variety of exercise equipment used for classes and independent workouts. All participants must have a signed Fitness Center Agreement/Release of Liability Form on file in the Fitness Room. Current physical examinations and/or a physician’s approval are also recommended.

The swimming pool is open for free lap swimming during scheduled hours posted outside the pool door. Students must provide their own suits, caps, towels and lock. Classes are available in water exercise, and basic swimming skills.

**Outdoor Connection** is an on-campus facility offering bicycles, in-line skates, camping equipment, cross country skis, and other recreational equipment for all Mount Mary University students to use for co-curricular activities on or off campus. Outdoor Connection also has resource materials for planning group and individual outings. Call (414) 258-4810, ext. 220 for additional information.

Registrar’s Office
Notre Dame Hall, Room 153
(414) 256-1251

Hours of Operation: Monday – Thursday 8:00 a.m. to 6:00 p.m.
Friday 8:00 a.m. to 4:30 p.m.

This office is the sole custodian of the official scholastic records of the University. The office conducts student registrations, issues transcripts, answers general questions regarding requirements of the curriculum and evaluates students' transcripts. The office is the certifying officer for the University and also prepares forms needed by international students.

Student Identification Cards
All students currently enrolled at Mount Mary University are required to have and retain a University ID card. This card serves as official identification for all campus-related events and services. ID cards can be prepared at the Student Affairs Office located in Caroline Hall 147. At the time of obtaining a student ID card, students will be asked to present a form of picture identification for security and verification purposes, as well as provide his or her JICS ID number. Cards can be used in the Haggerty Library, the computer center, in the dining hall and Cyber Café and for gaining entrance into the residence hall. Lost cards must be reported to the Student Affairs Office. This non-transferable ID card will be valid throughout a student’s career at Mount Mary. Replacement cards can be obtained from the Student Affairs Office at a charge of $10.00. Alteration, forgery, unauthorized possession or misuse of University
identification cards is prohibited. Your ID card may also be shown to verify eligibility for student discounts at many attractions in the community as well.

**Tuition Payments/Business Office**
Student Account Representative/Cashier
(414) 256-0165
Notre Dame Hall, Room 159

Student billing and student account information as well as options for payment plans are available in this office.

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 a.m.-5:45 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m.-4:30 p.m.</td>
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Tuition may be paid online, in the Business Office, or deposited in a locked box located outside of the Business Office (NDH, room 159)

A TYME machine is available on the first floor of Caroline Hall across the hall from the Switchboard area. It is recommended that students use the TYME machine for their cash needs and have a personal checking account for other financial needs and transactions. There is a nominal transaction fee for individuals not using an M&I TYME card.

**Veteran’s Benefits**
Veteran’s educational programs are administered by the Financial Aid Office. The veteran’s representative can assist in resolving individual problems, help to eliminate payment delays caused by change of address, dependency status, or a change in coursework.

**Voting**
Wisconsin State Law allows voting privileges to people who are United States citizens, age 18 or older on Election Day, and residents, for 10 days or more, of the election district or ward where an election is being held. You may register to vote at a polling place on Election Day. You must provide a valid ID and proof that you have been a resident for 10 or more days of that ward or district in which you want to vote. Acceptable forms of proof include, but are not limited to:

1. Valid Wisconsin driver’s license.
2. Residential lease that is effective for a period that includes Election Day.
3. A gas, electric or telephone bill for the period beginning not more than 90 days before the election day.
4. A valid Mount Mary University ID card.
5. Bringing a collaborator, who is someone who will confirm your identity and place of residence. Corroborators must be registered voters and have valid IDs.

**GRADUATE ACADEMIC SERVICES AND POLICIES**

**Transfer Credits**
A maximum of nine credits or 30% of total program credits, whichever is greater, of graduate work may be transferred from other accredited institutions with the approval of the Program Director. All transfer credits must be documented with official transcripts, which should be sent directly from the issuing institution to the Director of the Graduate Program. Credit earned prior to admission will be evaluated
during the admission process only. The seven-year time limit applies to such credit. (See Degree Completion Requirements.) Students desiring to earn transfer credit while enrolled in the program must have prior written approval from the Director of the Program. Official documentation of the grade(s) earned must be provided to the University Registrar prior to graduation.

**Advisement**

Upon admission to a graduate program, students are assigned an advisor. Students are encouraged to seek assistance from advisors when planning their program of study, prior to each registration, when making changes in their registration and before withdrawing from a course. Graduate students taking independent study, thesis or project credits must have the signature of their advisor or the Program Director. Continuing graduate students are responsible for seeking advisement and following a program plan developed with the advisor's assistance. They do not need program director approval to register.

**Graduate Registration**

Graduate students may register online. Be sure that you have obtained your login information from the Registrar. However, graduate special students must register in person. Students who register during the late registration period will be assessed a late fee.

Students who are completing thesis or project work or taking credits for field work who do not register by the last day of the drop/add period may be permitted to register at the discretion of the Dean for Graduate Education, but will be assessed a late fee for failure to meet the registration deadline. Specific dates and fees are published in the class schedule booklet.

Program-specific requirements and dates/times are available, on request, from the Director of that area of study.

**FINANCIAL INFORMATION**

For Tuition and Fees please see the current schedule of classes.

All tuition reductions and discounts are calculated using the current graduate per credit tuition rate. Summer school and other courses offered at a reduced tuition rate are excluded from further tuition reduction and discounts. **Reductions and discounts cannot be combined.**

Individuals auditing a graduate course receive a 50% tuition reduction on a space available basis for a maximum of four graduate credits each semester.

Senior citizens (62 and over) receive a 50% reduction in tuition on a maximum of four graduate credits each semester.

Full time teachers in Catholic schools receive a 50% reduction in tuition (excluding other reduced courses) for a maximum of 7 credits per semester.

All School Sisters of Notre Dame receive a 100% reduction in tuition only for a maximum of eight graduate credits per semester (six credits during summer session). This does not apply to independent study, thesis credits or private lessons.

Two or more members of the same family may receive a family grant for full-time undergraduate students only. Contact Financial Aid Office for details.

The University reserves the right to make adjustments in costs without advance notice. Tuition, Room and Board, and other fees reflect charges in effect at the time of publication of this Bulletin. Tuition reduction discounts cannot be combined.
Payment of Tuition and Fees
The application fee is to be paid when an application is filed to enter a program. The application fee is waived for Mount Mary alumnae.

Tuition Fees
Mount Mary University provides two options for payment of tuition.

1. Payment in full by the first day of class through CashNet (Master Card, Diner’s Club, Discovery Card, and direct pay)
2. Enrollment in Mount Mary University Payment Plan. An annual sign-up fee is required ($50 per year or $25 per semester).

Payment plans must be arranged with the Mount Mary University Business Office (414) 256-0165 within three weeks after receiving a tuition bill. Unless payment plan arrangements have been made with the Business Office prior to the first day of classes, full tuition and fees are due on that date.

Each semester’s bill must be cleared one month prior to the end of the semester. A student may not register for a subsequent semester nor occupy a room in the residence hall until all past-due bills are paid. A student who is delinquent in tuition/fee payments (including library and parking fines, etc.) is not entitled to grades, credits, transcripts, or participation in graduation exercises.

All Mount Mary resident students are assessed group health insurance fees. These can be waived at the time of tuition payment upon the student's providing identification of existing coverage.

The graduation fee is to be paid two weeks before graduation. This fee and all other financial obligations to the University must be satisfied for the student to participate in commencement exercises. An application for graduation is required and must be filed with the Registrar by the posted due date.

Refund Policy for Tuition Fees

Dropping Courses
Each student is academically and financially responsible for courses in which she or he is enrolled. If dropping a course becomes necessary, a student must file the “Change of Course” form with the Registrar. Filing the “Change of Course” form with the Registrar establishes the official drop date. Ceasing to attend class, notifying the instructor or nonpayment of tuition does not constitute authorized dropping of a course; such actions may result in academic and/or financial penalty, including a grade of “F” and liability for full tuition payment.

Withdrawing from the University
A student who decides to withdraw from the University is in effect dropping all courses for which she or he is enrolled. If withdrawing from the University becomes necessary, a student must file the “Withdrawal” form with the Office for Graduate Education. Filing the “Withdrawal” form establishes the official date of withdrawal. Ceasing to attend classes, notifying the instructors or nonpayment of tuition does not constitute authorized withdrawal from the University; such actions may result in academic and/or financial penalties, including course grades of “F” and liability for full tuition payment.

Students will receive refunds for tuition fees according to the following schedules and based on the date of official drop or withdrawal. In order to receive a tuition refund check, a student must file a “Student Tuition Refund Request Form” with the Business Office.

During regular 16 week semester courses the refund schedule is:

<table>
<thead>
<tr>
<th>Week</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>75%</td>
</tr>
<tr>
<td>3</td>
<td>50%</td>
</tr>
</tbody>
</table>
Week 4 25%
Thereafter No refund

The refund schedule for an 8 week course is:
Prior to 2\textsuperscript{nd} class session 100%
Prior to 3\textsuperscript{rd} class session 50%
Thereafter No refund

The refund schedule for a 4 week course is:
Prior to start of the course 100%
Prior to 2\textsuperscript{nd} class session 50%
Thereafter No refund

The refund schedule for summer session courses is:
Classes met 0\% of hours 100%
Classes met 1-25\% of hours 50%
Classes met more than 25\% No refund

In cases where a student has received federal financial aid, Mount Mary may be required to follow the Federal Refund Calculation. In addition, a student receiving aid may be required to return that aid to the provider.

For shorter courses and workshops, i.e. those not meeting throughout a regular fall or spring semester, refer to published refund tables.

**Nonpayment of Fees**
No grades, certification of completion, degree or transcripts will be issued to students who have indebtedness to Mount Mary University. Neither will such students be permitted to participate in graduation exercises.

**Scholarships and Grants**
A limited number of scholarships are available through professional organizations. Contact Program Directors for further information.

**Assistantships**
A limited number of graduate assistantships are also available. Contact the Office for Graduate Education (OGE).

**ACADEMIC POLICIES**

**Classification of Full-time and Part-time Students**
Graduate students are considered to be enrolled full-time if they carry at least six credits per semester, and half-time if they carry at least three credits per semester; includes summer session.

**Course Load**
The maximum course load for full-time graduate study is twelve semester hours of graduate work during the academic year and nine credits during the summer session. An overload must have the approval of the Director of the specific graduate program in which the student is enrolled and the Dean for Graduate Education.

**Transfer Credits**
A maximum of nine credits or 30\% of total program credits, whichever is greater, of graduate work may be transferred from other regionally accredited institutions with the approval of the Program Director. All transfer credits must be documented with official transcripts, which should be sent directly from the issuing institution to the Office for Graduate Education. Credit earned prior to admission will be
evaluated during the admission process only. The seven-year time limit applies to such credit. (See Degree Completion Requirements.) Students desiring to earn transfer credit while enrolled in the program must have prior written approval from the Director of the Program. Official documentation of the grade(s) earned must be provided to the University Registrar prior to graduation.

**Repeating a Course**  
A course may be repeated to receive credit and/or improve the grade. A repeated course counts only once. The grade for that course is the last grade received, even if it is the lower of the two grades. Both grades will appear on the transcript but only the last grade earned will be used in the calculation of the GPA.

**Reserved Credit**  
An option for upper-level, high-achieving undergraduate Mount Mary students (typically 3.25 GPA or higher) is to earn reserved graduate credit in specified courses. The credits earned must be in excess of the 128 required for the undergraduate degree. A maximum of 12 reserved graduate credits may be taken. Reserved graduate credits may not be applied to meet undergraduate requirements. Information and application materials may be obtained from the OGE Office, 152 NDH.

**Grading System**  
Graduate courses are graded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Numerical Equivalent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>95-100</td>
<td>Superior: above average for graduate students</td>
</tr>
<tr>
<td>AB</td>
<td>3.5</td>
<td>91-94</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>87-90</td>
<td>Average for graduate students; minimum transferable grade</td>
</tr>
<tr>
<td>BC</td>
<td>2.5</td>
<td>83-86</td>
<td>Passing: below average; graduate credit awarded; grounds for probation and/or dismissal</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>79-82</td>
<td>Not acceptable; graduate credit awarded; grounds for Probation, academic warning, and/or dismissal</td>
</tr>
<tr>
<td>CD</td>
<td>1.5</td>
<td>75-78</td>
<td>No credit awarded; grounds for Probation, academic warning and/or dismissal</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>70-74</td>
<td>No credit awarded; grounds for Probation, academic warning, and/or dismissal</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td></td>
<td>No credit awarded; grounds for dismissal</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td></td>
<td>Student Withdrew</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td>Incomplete:</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td>Satisfactory completion of nongraded, credit work, including thesis, project and other culminating experiences</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td></td>
<td>Audit</td>
</tr>
<tr>
<td>SP</td>
<td></td>
<td></td>
<td>Satisfactory progress in continuing credit course</td>
</tr>
<tr>
<td>UP</td>
<td></td>
<td></td>
<td>Unsatisfactory progress in continuing credit course; grounds for probation and/or dismissal</td>
</tr>
</tbody>
</table>

**Study Abroad**
Mount Mary University students who study abroad in programs established by Mount Mary University or in programs organized by other accredited educational institutions may receive credit for that study, provided that prior approval has been granted by the Graduate Program Director, Director of International Studies and the Dean for Graduate Education. Resources and advising concerning study abroad opportunities are available from the Director of International Studies.

**Dropping Courses**
Each student is academically and financially responsible for courses in which she or he is enrolled. No signatures are required either to change registration or to drop a course, but students are encouraged to seek assistance from their advisor or the Dean for Graduate Education to ensure that they understand the academic and financial consequences of their decision.

If dropping a course becomes necessary, a student must file the “Change of Course” form with the Registrar. Filing the “Change of Course” form with the Registrar establishes the official drop date. Ceasing to attend class, notifying the instructor or nonpayment of tuition does not constitute authorized dropping of a course; such actions may result in academic and/or financial penalty, including a grade of “F” and liability for full tuition payment. A drop course deadline date is published each semester that allows students to drop a course without academic penalty. If the official drop date occurs prior to the drop course deadline, course grades will be recorded as “W.”

**Stopping Out**
A student may decide to not register for courses up to three consecutive semesters. During this time, the student is considered to be a stop out. At any point within the three consecutive semesters, the student may register for courses. A student who does not register for courses within the three consecutive semesters will be administratively withdrawn from the University.

**Withdrawing from the University**
A student who decides to withdraw from the University is in effect dropping all courses for which she or he is enrolled, and is no longer considered matriculated. If withdrawing from the University becomes necessary, a student must file the “Withdrawal” form with the Office for Graduate Education. Filing the “Withdrawal” form establishes the official date of withdrawal. Ceasing to attend classes, notifying the instructors or nonpayment of tuition does not constitute authorized withdrawal from the University; such actions will result in academic and/or financial penalties, including course grades of “F” and liability for full tuition payment. When official withdrawal from the University occurs, all course grades will be recorded as “W.”

**Reinstatement after Withdrawing from the University**
A student, who decides to return to the University after withdrawal, may be reinstated without reapplying to the University. The student must submit an Application for Reinstatement form with the Office for Graduate Education. This may be done online.

**Incompletes**
The grade of Incomplete may be given only at the end of a course for reasons of health and/or other serious emergency. The student must make arrangements with the instructor to receive an Incomplete by filing a Course Completion Agreement Form indicating a plan for completing outstanding work and a timeline for completion. Generally, outstanding work for the course in question must be completed by the end of the semester following that in which theIncomplete is granted or as determined by the faculty member (not including summer). The Course Completion Agreement Form must be signed by the student and the faculty member, and filed in the Registrar’s Office. The student will be graded on the basis of work completed at the end of the time period specified in the Course Completion Agreement Form. An incomplete grade must be converted to a permanent grade or the Incomplete grade converts to an “F.”
Final Exams
Final examinations are scheduled at the end of each term. Students are expected to take all exams at the scheduled time. Absence from examinations, except for reasons satisfactory to the instructor, will constitute a failure. In the event of an emergency that could prevent a student from taking an examination at the posted time, the student must contact the instructor and individual arrangements will be made.

Academic Honesty and Integrity
Mount Mary University is an academic community dedicated to the intellectual, social and ethical development of each of its members. As members of this community we all are responsible for maintaining an atmosphere of mutual respect and honesty.

Standards for academic integrity provide a structure for the creation of an academic environment consistent with the values of the School Sisters of Notre Dame and the mission of the University. In keeping with these goals, all students are expected to strive for integrity, in academic and non-academic pursuits. Acts that involve any attempt to deceive, to present another’s ideas as one’s own, or to enhance one’s grade through dishonest means violate the integrity of both the student and University.

Academic dishonesty in any form has a negative impact on the essential principles of the Mount Mary University Community. Therefore, such acts are treated as a serious breach of trust. Given the nature of these actions it is important to clearly define the terms that constitute academic dishonesty.

Cheating
- Students shall be responsible for their own research, preparation, and final product of all portions of an assignment.
- Students enrolled in a course may not ask another individual to substitute for them during examinations.
- Students shall not use any means of assistance for assignments or examinations that are prohibited or considered inappropriate to the nature of the task (for example: telephones, calculators, microcomputers, notes, etc.)
- Students shall not submit the same work for more than one course without the permission of both instructors.

Plagiarism
- Students shall respect the contributions of others by documenting the source of ideas, charts, figures, graphs, images, quotations, etc. in all assignments, whether written, oral or graphic.

Interference
- Students shall never intentionally cause harm to another individuals scholastic accomplishments (via. damage, theft, or monopolizing reference materials or computer sources).

Misrepresentation
- Students shall not fabricate or falsify any information in relation to academic coursework or academic responsibilities (i.e. falsification of internship hours or internship supervisor’s signature or remarks).

Abetting
- Students shall not intentionally aid another student in any form of dishonest act.

Academic Grievances
Any graduate student who receives an unsatisfactory decision in an academic matter (e.g. grades, probation, dismissal, etc.) has the right to appeal the decision. The appeal process is intended to ensure
that students and faculty have access to procedures that ensure due process. Principles guiding this process are:

- Informal negotiation and appeal occur at the source of dissatisfaction.
- Formal appeal occurs one level above source of dissatisfaction.
- Panel appeal occurs outside the involved program.

**Step One: Informal Negotiation**
Students are encouraged to attempt to resolve disagreements with the faculty member directly. The student must state disagreement with the action that is of concern within 30 working days of its occurrence. The student and faculty member negotiate the resolution of the disagreement. If the student is not satisfied with informal negotiation, the student may proceed directly to Step Two: Formal Appeal.

**Step Two: Formal Appeal – Initial Level**
The student appeals in writing, with supporting documentation, to the faculty member responsible for making the initial decision within 15 working days of informal negotiation. The faculty member shall provide the student with a written statement of the reasons for the adverse action within 15 working days of receiving the formal appeal. Every effort should be made to resolve the matter at this level.

**Step Three: Formal Appeal – Department Chair**
If the student is not satisfied with the result of Step Two, the student appeals in writing, with supporting documentation, to the Department Chair. Such an appeal must be received by the program director within 15 working days of the decision at Step Two. The faculty member submits the report completed at Step Two.

The Chair reviews the documentation and may choose to meet with the student and/or faculty member. The Chair prepares a written report of her/his decision regarding the appeal. This report is sent, within 15 working days of receiving the appeal, to the student and to the faculty member responsible for the initial decision.

**Step Four: Formal Appeal – Dean of the School**
If either the student or the faculty member is not satisfied with the result of the Department Chair’s decision, the student or faculty member appeals in writing, along with all supporting documentation, to the Dean. The Dean prepares a report of her/his decision. The report is sent to the student, to the faculty member responsible for the initial decision, and the Department Chair. This report is sent within 15 working days of receiving the appeal.

**Step Five: Panel Appeal**
If either the student or the faculty member is not satisfied with the Dean of the School’s decision, the student or faculty member appeals in writing to the Dean for Graduate Education. Such an appeal must be received by the Dean for Graduate Education within 15 working days of the decision by the Dean of the School.

The Dean for Graduate Education appoints a panel consisting of one faculty member from outside the involved program, and one faculty member from the involved program and one faculty member of the appealing student’s choice. The panel shall conduct a hearing in which the student and faculty member present information. This hearing shall occur within 15 working days of receiving the appeal.

The panel makes a written recommendation to the Dean for Graduate Education who shall make a decision which is final and binding in all cases except those resulting in termination. This written decision shall be sent to the student, faculty member, Department Chair, Dean of the School, panel members, and the Vice President for Academic and Student Affairs within 15 working days from the decision of the panel appeal.
Probation/Dismissal Policy
Any graduate student, who receives a grade of BC or below, shall be placed on academic probation. Any student currently on probation, who earns an additional grade of BC or below, shall be dismissed from the University. Failure to pass a practicum, fieldwork or internship, or a grade of Unsatisfactory Progress (UP) on a project or thesis is equivalent to a grade of C and shall be grounds for probation or dismissal.

Reinstatement after Dismissal
A student who is dismissed for failure to meet graduate program academic standards may request reinstatement by submitting a written request for reinstatement to the graduate program director. The request should include reasons why the reinstatement should be considered.

The program faculty will review the request for reinstatement and make a recommendation to the Dean for the Graduate Division. If the request is denied at the departmental level, the student may then direct a written appeal to the Dean of the Graduate Division for the final decision. In all cases, the Dean makes the final decision.

DEGREE COMPLETION REQUIREMENTS

Graduation Requirements
To be eligible for the specified Master's degree, the student must satisfactorily complete the following:

- an approved program of the required number of credits distributed according to the requirements of the curriculum;
- successful completion of the culminating experience;
- a minimum grade point average of 3.0 for the total program with no more than 6 credits of BC/C;
- completion of program within seven years from the date when the first course was completed;
- formal application for graduation filed with the Program Director and Registrar by the date established by the Registrar;
- all financial obligations with Mount Mary University.

Note: Students must have completed all graduation requirements in order to participate in commencement exercises.

Graduation Information
The Graduation Countdown Booklet is distributed each semester to prospective graduates. Please refer to the Countdown Booklet for further information.

Commencement Countdown
This special event held in the fall and spring semester for prospective graduates. It is your opportunity to register for the Commencement Ceremony and take care of many graduation needs all in one place. Students may register for the commencement ceremony, order their caps and gowns, announcements, class rings, diploma frames, vote for this year’s commencement speaker and much more. Graduates also have the opportunity to sit for a professional graduation portrait. In addition, representatives of many on-campus departments will be available to answer questions and provide helpful resources to prepare you for your next steps both up to and after graduation. Please refer the Graduation Countdown Booklet for the date and time.
Statement of Student Rights and the Statement of Student Responsibilities

Preamble:
Mount Mary University is a Catholic University for women whose mission is to provide an academic base rooted in the liberal arts and develop women of conviction, sensitive to Christian principles and moral and aesthetic values, and competent to take their place as educated women in the community at large, to lead and to accept responsibility for the attainment of social justice. Mount Mary University recognizes the following rights and responsibilities on the part of the student body, individually and severally, as essential to the fulfillment of its mission.

Rights
1. The right of admission to the University and its programs on the basis of individual merit and without regard to race, color, religion, age, physical or mental disability, and national origin. Mount Mary retains the status as a women's University, and reserves the right to accept only women to degree programs.

2. The right to a clear and precise written statement from the University regarding the regulations, obligations and responsibilities pertaining to educational and curricular activities and to residence living.

3. The right to be evaluated solely on academic performance by those who teach their classes.

4. The right to review and discuss their academic performance with those who teach their classes.

5. The right to protection through orderly procedures from prejudiced or capricious academic evaluation.

6. The right to expect that administrative staff and faculty members hold confidential any personal information which they acquire through their work.

7. The right to privacy as guaranteed by the Family Educational Rights and Privacy Act of 1974 and implemented by the University.

8. The right to be secure in their person, residence, papers and personal effects against unreasonable surveillance, searches, and seizures.

9. The right to elect a student government and establish appropriate student organizations.

10. The right to examine and discuss all questions of interest to them and to express their opinions both privately and publicly. It should be made clear, however, that the public expressions of students and student organizations represent their own opinions and not necessarily those of the University.

11. The right of clearly defined means of participating in the formulation and implementation of policies affecting academic and student affairs.

12. The right to establish and issue publications free of censorship or other pressure aimed at controlling editorial policy, with free selection and removal of editorial staffs reserved to the organization sponsoring these publications. In reserving these rights, students are expected to conform to the canons of responsible journalism.

13. The right to exercise their full rights as citizens of community, state and nation, provided they do not claim to represent the University.

14. The right of procedural due process as established by the University.

Statement of Student Responsibilities
In addition to her rights as a member of the Mount Mary University community, each student assumes the responsibilities to follow the principles of academic integrity and to conduct herself in a manner compatible with the University's mission as a Christian educational institution.
I. Academic Integrity

A. All students are expected to strive for integrity in academic work. Violations such as the following may result in disciplinary action.

1. Submitting as her own, with intent to deceive, work which is in fact partially or entirely that of others.
2. Distribution or use of unpermitted materials or information for an examination, paper, or other academic assignment.

B. All faculty members will take reasonable precaution to avoid situations conducive to academic dishonesty. When there is reasonable evidence that a violation has occurred, the faculty member will confer with the student involved to establish the facts of the situation. If the faculty member believes that the student has violated academic integrity, and does not concur with this judgment, the faculty member will present the case to the Vice President for Academic and Student Affairs.

1. The Vice-President for Academic and Student Affairs will review the evidence presented by the faculty member and interview the student involved. Based on the facts presented, she will make a decision in the case and apply a sanction if appropriate. The student has a right to appeal this decision through a regularly constituted Hearing Committee.

2. The usual sanction for a breach of academic integrity is a failing grade for the course in which the violation occurred. Either the faculty member or the Vice President for Academic and Student Affairs may impose this sanction.

3. The Vice President for Academic and Student Affairs will inform the faculty member and the student of the penalty in a written report.

II. Mount Mary Student Conduct Code

PREAMBLE

As a learning community providing an environment for the development of the whole person, Mount Mary University has a responsibility for both the safety and well-being of members of our community. All Mount Mary University students possess certain rights and privileges together with corresponding duties and responsibilities. Every student is entitled to freedom of action and expression and is due respect of his/her personal dignity and property. In turn, each student is responsible for maintaining standards of behavior that do not interfere with the rights of others or the effective functioning of the University. Since students have chosen to experience their education at Mount Mary University, they additionally assume the obligation of abiding by the standards, policies, and procedures that the University has instituted. When violations occur the University and its delegated personnel reserve the authority to impose sanctions upon the individual(s) and/or groups determined to have violated the standards. Those individuals charged with the enforcement of this code will endeavor to observe the process described so that each student experiences a just, consistent, and educational system. This code supports the mission, vision, and purpose of Mount Mary University.

ARTICLE I: DEFINITIONS

1. The term University means Mount Mary University.
2. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for
admission are considered “students” as are persons who are living in the University residence hall, although not enrolled in this institution.

3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.

5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Chief Conduct Officer.

6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

7. The term “organization” means any number of persons who have complied with the formal requirements for University student organization recognition.

8. The term “Student Conduct Board” means any person or persons authorized by the Chief Conduct Officer to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rule violation has been committed.

9. The term “Student Conduct Administrator” means a University official authorized on a case-by-case basis by the Chief Conduct Officer to impose sanctions upon any student(s) found to have violated the Student Code. The Chief Conduct Officer may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Chief Conduct Officer may authorize the same Student Conduct Administrator to impose sanctions in all cases.

10. The term “Appellate Board” means any person or persons authorized by the Chief Conduct Officer to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.

11. The term “shall” is used in the imperative sense.

12. The term “may” is used in the permissive sense.

13. The Chief Conduct Officer is that person designated by the University Provost to be responsible for the administration of the Student Code.

14. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code, Student Handbook, Caroline Hall Handbook, the University web page, and Graduate/Undergraduate Bulletin.

15. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.

16. The term “Accused Student” means any student accused of violating this Student Code.

ARTICLE II: STUDENT CODE AUTHORITY
1. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.

2. The Chief Conduct Officer shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.

3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

**ARTICLE III: PROSCRIBED CONDUCT**

**A. Jurisdiction of the University Student Code**

The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Chief Conduct Officer shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

**B. Conduct—Rules and Regulations**

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any University official, faculty member, or office.
   b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.

5. Hazing defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

8. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.

9. Violation of any federal, state or local law.

10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual’s identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the University Computer Systems and Data Networks Policy.

17. Abuse of the Student Conduct System, including but not limited to:
a. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System.

b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.

c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.

d. Institution of a student conduct code proceeding in bad faith.

e. Attempting to discourage an individual’s proper participating in, or use of, the student conduct system.

f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.

g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.

h. Failure to comply with the sanction(s) imposed under the Student Code.

i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

18. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.

C. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Chief Conduct Officer. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES**

A. Charges and Student Conduct Board Hearings

1. Any member of the University community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Chief Conduct Officer. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.

4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:
   a. Student Conduct Board Hearings normally shall be conducted in private.
   b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
   c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
   d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
   e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
   f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.

i. The Student Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.

6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Chief Conduct Officer to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.

b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

c. Loss of Privileges—Denial of specified privileges for a designated period of time.

d. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.

f. Residence Hall Suspension—Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

g. Residence Hall Expulsion—Permanent separation of the student from the residence halls.

h. University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
i. University Expulsion—Permanent separation of the student from the University.

j. Revocation of Admission and/or Degree—Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

k. Withholding Degree—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. (a) Other than University expulsion, suspension, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student’s confidential record seven years after final disposition of the case.

(b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in article IV(B)(1)(a)–(e).
   b. Loss of selected rights and privileges for a specified period of time.
   c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

6. In any case where expulsion, revocation of degree, or withholding or degree is determined to be the appropriate sanction by the Student Conduct Administrator, the recommendation will be made to the Chief Conduct Officer, who will recommend the sanction outcome to the Provost, who will make the final decision of sanction and notification.

C. Interim Suspension
In certain circumstances, the Chief Conduct Officer, or a designee, may impose a University or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only:
   a. to ensure the safety and well-being of members of the University community or preservation of University property;
   b. to ensure the student’s own physical or emotional safety and well-being; or
   c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or the Student Conduct Administrator may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Chief Conduct Officer or his or her designee.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
   d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

3. The Appellate Board will consist of University officials appointed by the Dean for Student Affairs.
4. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

5. All appeal cases involving expulsion, revocation of degree, or withholding of degree will be made directly to the President.

ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code shall be referred to the Chief Conduct Officer or his or her designee for final determination.

B. The Student Code shall be reviewed annually under the direction of the Chief Conduct Officer or his or her designee.

The Mount Mary University Student Conduct Code is adapted from the following resource:

Security and Emergency Procedures

Emergency Situations
When a health emergency occurs, and the person who is having the emergency asks for an ambulance or paramedic, please call 911 immediately, directing them to the correct side of the University, (which entrance 92nd street or Menomonee River side).
After calling 911 please call the campus emergency at 345. Campus emergency will respond and render aid until the emergency vehicle arrives.

Public Safety Office
Mount Mary University has expanded its security program for the safety of its students, staff and guests. Security is present on campus 24 hours a day, 7 days a week. MMC officers have the authority to protect the MMC community and to enforce those campus regulations within their jurisdiction. In the performance of their duties the officers will act professionally and will respect the rights of all members of the University community and their guests. In turn, courtesy and cooperation should be extended to our officers.

A safety escort program is available to all students, staff, faculty, guests, etc. Anyone in need of a safety escort to his/her car can contact security via the switchboard. It is the responsibility of all students to report any unauthorized persons or actions on campus to the security department. A pamphlet containing security suggestions is available upon request from the security department.

Emergency Phone Messages
If a student needs to be contacted while at Mount Mary due to an EMERGENCY off campus, the Mount Mary switchboard should be contacted at (414) 258-4810. The operator will contact the appropriate personnel depending on the emergency and time of the call. The Student Affairs office, (414) 256-1220, will receive messages from 8:00 a.m. - 4:30 p.m., Monday through Friday. The Office for Graduate Education, (414) 256-1252, will receive messages from 4:30 - 8:00 p.m., Monday through Thursday. The Public Safety Office (contact switchboard) will receive all other calls. Efforts will be made to locate the student promptly, although this is not always possible. The school does not interrupt classes for non-emergency messages.
Loss or Damage to Personal Property
The University is not responsible for loss or damage to the personal property of students, faculty or staff, whether such damage is caused by theft, fire, water or other calamity. Students are urged to consult their homeowner's policy for protection of the students' articles when away from home.

Alcohol, Illegal Drug Use and Narcotics
A person is expected to be responsible for his or her behavior at all times. Conduct which is in violation of the state, county, and municipal laws or the University regulations relating to the use of alcoholic beverages may involve the student in University disciplinary procedures, with sanctions ranging from a warning to expulsion, regardless of the action that may be taken by civil authority. University action may be taken if an individual's conduct is inappropriate to an educational institution and to a residential community whether or not his or her actions may be due to the consumption of alcoholic beverages.

Student involvement in the possession, use, distribution and/or sale of narcotics, marijuana, or other illegal drugs is of University concern whether it occurs on or off campus, and irrespective of any action by civil authorities. Whenever such student involvement comes to the attention of the University, the circumstances may render the student subject to suspension or expulsion.

Sexual Harassment Policy
Mount Mary University seeks to foster respect for the dignity and worth of people and therefore will not tolerate the sexual harassment of any faculty, administrator, support staff or student.

Sexual harassment of students in an academic environment is prohibited under Title IX of the 1972 Educational Amendments. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic evaluation or employment; (b) submission to or rejection of such conduct by an individual is used as the basis for academic evaluation or employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment. Sexual harassment may include the following: explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar contact.

Everyone at Mount Mary is responsible for helping to assure that we avoid harassment. If you have been informed of, or feel you have experienced or witnessed sexual harassment, you should notify either your supervisor, the Vice President for Academic and Student Affairs, or the Human Resources Director, who is the University Sexual Harassment Officer. NOTE: Sexual harassment which is reported to the Counseling Services offered by Mount Mary, Campus Ministers or Health Services will not be disclosed to Mount Mary administration (Human Resources Director, Vice President for Academic and Student Affairs) without the consent of the person alleging the harassment.

Mount Mary University's policy is to investigate all such complaints promptly and thoroughly. Complaints will be treated as confidentially as possible (in light of the University's need to fully investigate the matter) to protect the complainant and to protect the reputation of any student who may be found to be wrongfully charged.

Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include temporary reassignment or separating the alleged harasser and the employee or student who brought the complaint. If the investigation reveals that a Mount Mary employee has engaged in sexual
harassment, that employee will be subject to disciplinary action, up to and including immediate termination. Employees or students who report harassment will not be subject to retaliation or reprisals of any kind.

Questions regarding this policy should be addressed directly to Kathleen Hauck, Director of Human Resources, who has overall responsibility for investigating and resolving sexual harassment complaints.

**Family Educational Rights and Privacy Act of 1974**

Mount Mary University is in compliance with the Family Educational Rights and Privacy Act of 1974. The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

   Students should submit to the Registrar or Associate Academic Dean written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the University decides not to amend the record as requested by the student the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her or his tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or his professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount Mary University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Under Family Educational Rights and Privacy Act (FERPA) **DIRECTORY INFORMATION** is public information unless the student files a request for confidentiality in the Office of the Registrar. The information that Mount Mary University considers directory information is as follows: name, address, telephone listing, field of study, weight and height of athletes, most recent previous school attended, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards.

**Disabilities**

It is the intent of the University to help students with disabilities achieve academic success and participate fully in University life. The Disability Services Coordinator is responsible for insuring that students with disabilities who meet the academic and technical standards for admission to our University will not be denied acceptance or participation in its programs, activities or services because of a disability. Mount Mary makes every effort to provide reasonable accommodations for students who identify themselves as having a disability.

The following guidelines on disabilities are in effect:

1. Students with disabilities who need special accommodations (note taking, tape recorders, extended time for exams or coursework, etc.) must provide written documentation of the disability and need for accommodations to the Dean for Academic Affairs.
2. Acceptable documentation would include a letter stating the nature of the disability from a health care provider (physician, nurse practitioner, psychologist, therapist, etc.) Educational, vocational and rehabilitation evaluations (DVR, M-Team, etc.) which specifically address the disability would also be appropriate. Necessary accommodations, or those, which proved helpful in the past, should be indicated.
3. If a student wants accommodations, she can then identify herself to her instructors and to the Disability Services Coordinator.
4. All disability related information is considered confidential unless a student gives permission to share this information with others that can be helpful to the student. Information pertinent to accommodations will be shared only with appropriate personnel (faculty, residence director, etc.)
5. Requests for accommodations will be considered on a case by case basis and decisions will be based on individual need.
6. Students with disabilities are encouraged to identify themselves. Please contact the Disability Services Coordinator’s office (414-443-3645 or Student Success Center-First floor of library).

**Grievance Procedure**

If a student feels that she has been discriminated against because of race, color, religion, age, physical or mental disability, or national origin, or if she believes that her rights have not been adequately protected, she may submit the grievance for settlement. Every effort will be made to settle the difficulty on a personal basis with those involved. If attempts to conciliate an issue fail, the student may initiate a formal procedure. More detailed information concerning Grievance Procedures may be obtained from the Vice President for Academic and Student Affairs or the Student Affairs Office.

**Health Insurance**

The University requires resident hall students to have health insurance. All students living in the residence hall must present proof of insurance for the Residence Life office files. All international students must present proof of insurance to the Student Affairs Office. Insurance coverage can be provided through the University for those students who do not have coverage. Information regarding
health care insurance may be obtained by calling the Student Affairs Office at (414) 256-1220.

Residence Hall
Graduate students living in the Mount Mary University Residence Hall must adhere to the same policies that apply to the undergraduate student who lives on campus. For additional information please see page 46.

Smoking
In an effort to promote a healthy environment for everyone, which is consistent with Mount Mary University's Mission Statement, all buildings on campus are smoke-free as of August 1, 1995. Smoking will be permitted no less than 45 feet away from any building, with the exception of certain designated areas. These areas are: the concrete aprons on either side of the front doors of Haggerty Library; the table and benches outside the southeast door of Notre Dame (near the music studios); the sidewalk leading to the woods at the northeast door of Notre Dame; the west exit of Kostka Hall at the parking lot; the linden arches of Caroline Hall, east of the exit at the Post Office. These areas are provided with receptacles for smoking materials.

Students in non-compliance will be fined $50 for each act.

Weather Related Cancellations
Recommended radio stations to listen to are: WTMJ (620 AM), WISN (1130 AM), WRIT (95.7), WKLH (96.5), and WMIL (106 FM). Recommended television channels are 4 (www.todaystmj4.com), 6 (fox6.com); 12 (www.themilwaukeechannel.com) and 58 (www.cbs58.com). Cancellations will also be posted at www.mtmary.edu and notifications via email and text message.

Please do not call the University for information about weather related school closings.

If there should be a weather emergency in effect at 7:00 a.m. on an examination day, all daytime (8:00 a.m. - 4:30 p.m.) examinations will automatically move to the day following the last day of exams. Separate radio announcements will be made regarding evening classes. Friday and Saturday will be used, if necessary, to complete the exam schedule. Ordinarily, graduation will take place as originally scheduled, even if graduating seniors have exams to take on Saturday.

Cancellations of classes includes all Mount Mary classes and any nursing classes taught on the main Mount Mary campus. It also includes any Mount Mary classes taught off-site. (Columbia University of Nursing makes its own determination for nursing courses taught at Columbia.)

Snow Emergencies
Students parking cars on campus are asked to follow special parking directions at the time of heavy snowfalls to permit plows to clear the lots. Directions are posted.

In case of extreme snowfall or other hazardous weather, Mount Mary University will contact the local media to cancel classes. Decisions about evening classes will ordinarily be determined in the afternoon. Mount Mary administration will notify local radio and television stations as soon as possible when evening classes are not being held.

Tornadoes
Violent thunderstorms and tornadoes are a part of Milwaukee's weather patterns. It is possible that the tornado siren would be sounded during school hours. It is important that all persons in any building seek shelter immediately in the lower corridors of the building, away from windows and objects that could cause injury. All should remain in the lower areas until the storm has passed and the "all clear" signal is given.
Student Affairs Departments

**Dean for Student Affairs**

*Dean*
Caroline Hall, Room 147
Phone: (414) 256-1211

The Dean for Student Affairs has responsibility for Athletics, Campus Ministry, the Child Care Center, Counseling Center, Residential Living, and Student Engagement. This office coordinates University wide events such as graduation, student orientation and registrations, works with international students and oversees student organizations including student government.

**Athletics**

*Caroline Hall, Room 153*
Phone: (414) 443-3644

*Bloechl Center*
Phone: (414) 443-3636

The mission of the Athletic Department parallels the mission of Mount Mary University. Just as the University seeks to provide an environment to develop the whole person, intercollegiate athletics, while focusing on the development of active women, seeks to provide an environment for learning and healthy living. Intercollegiate athletics encourages leadership, risk taking, critical thinking, and teamwork. Student-athlete welfare plays a primary role in decisions and the direction of intercollegiate athletics at Mount Mary University. Teaching life skills, good decision making opportunities, recognizing and respecting individual differences and celebrating diversity are key components in the student-athlete experience. While participating in intercollegiate athletics we expect students to make a commitment to their teammates for the success of the team. Success is not measured by wins and losses, but by growth and maturity through group experiences and competition. Mount Mary University athletics are based on the principles of fair play and sportsmanship.

Sponsored sports include: volleyball, soccer, tennis, cross country, basketball, and softball.

All students are encouraged to use the Bloechl Center that includes a Fitness Center, locker rooms and a full sized gymnasium. Please consult the MyMountMary website for Bloechl Center hours and activities. Also, recreation equipment can be borrowed by students with Mount Mary University ID’s. The equipment can be checked out at the Outdoor Connections office in Caroline Hall 153 or 147. The equipment includes bicycles, inline skates, bocce ball sets, cross country skis, boots and poles, croquet sets, sleds, kick balls and bases, camping equipment, and other fun equipment to be active.

There is also a lap pool in the lower level of Caroline Hall. Open swim hours will also be posted on the MyMountMary website.

**Campus Ministry**

*Notre Dame Hall, Lower Level, Room 43*
Phone: (414) 258-4810 Ext. 366

Campus Ministry at Mount Mary University assists all students in creating a sense of community through developing relationships, celebrating various faith backgrounds, giving service and connecting with other University campus ministry groups both locally and nationally. Campus ministry provides presence and support, both spiritually and emotionally, and encourages students in developing a positive relationship with their God.

Each person is called to uncover the “Holy” within herself and others. Through a variety of traditional and creative prayer experiences, spiritual mentoring/guidance, participation in retreats, inter-
denominational services, liturgical celebrations and taking time for quiet and reflection, the Holy inside each person is discovered and experienced.

Students are encouraged to be leaders in Campus Ministry. Each year, students who are personally faith committed and responsible are chosen by committee to be peer leaders. They help plan and implement programming and act as positive models for our University community.

**Child Care Center**
Notre Dame Hall-Lower Level, Room 60
Phone: (414) 258-4810 Ext. 393

Licensed, staffed, and equipped to care for children from one year through kindergarten, the Child Care Center provides short-term care for preschool children of mothers enrolled in Mount Mary University classes. The Center is in operation from August through May when classes are in session. It is not open for the summer session or for evening classes. More specific information, including hours and rates, is available from the Director of the Child Care Center or can be found on www.mtmary.edu.

**Residence Life**
Caroline Hall, Room 155
Phone: (414) 258-4810 Ext. 169

Living on campus is an important part of the University experience. Research has shown that students who live on campus are more likely to stay in school and do better academically. All full-time, traditional first-year students who are not living at home with parents or immediate relatives must reside in University housing. The residence hall is staffed with live-in professionals and paraprofessionals, specifically trained to build community and respond to student needs.

Caroline Hall is an all women’s residence hall that provides accommodations for single occupancy with or without a private bathroom, double occupancy with or without a private bathroom, and suite singles in which two residents share an adjoining bathroom. Rooms without private bathrooms have a sink in each room and residents share common bathrooms on the floor. Rooms are furnished with a standard single bed, desk, chair and dresser for each resident. Each room is provided with ceiling lights. All residence hall rooms are wired for telephone and Internet connections. Students are required to contract with Mount Mary University for telephone service to their assigned rooms. Cable TV is provided free of charge to all rooms in Caroline Hall. Cables are provided by Mount Mary University and should be left in each room at the time of move out.

Whether you dine in the “all you care to eat” Alumnae Dining Room, or in another facility on campus, you’ll find a wide array of fresh choices and fast, friendly service. Special dining treats are offered including exciting monthly specials with themes relating to holidays or special events.

All students residing in the residence hall are required to purchase a meal plan, as stated in the housing contract that each resident student signs. The student I.D. is used as verification for meal service. The student is responsible for purchasing a replacement student I.D. if it is lost or stolen. A variety of meal plan options exist for students to meet their needs and schedules. Students with specific dietary restrictions or medical needs should see the Coordinator of Residence Life and Student Engagement. The Caroline Hall Handbook provides additional information regarding residence hall living. Additional questions should be directed to the Coordinator of Residence Life and Student Engagement.

**Student Engagement**
Caroline Hall, Room 142
Phone: (414) 258-4810 Ext. 637

The Office of Student Engagement is the place to go for involvement and student leadership at Mount Mary University. Students can find information about all activity on campus, including programs, events, student organizations, new student orientation, and student leadership development. Our services are open to ALL students, both on and off campus! Students may also obtain information regarding the
Student Government Association and various programming initiatives.
All Mount Mary University community members may contact the office to obtain information regarding specific room reservations for students, student organizations, and student events.
The Director of Student Engagement is responsible for the Mount Mary University Student Conduct Code and its processes. All questions or concerns regarding the code, its policies, and procedures are encouraged and welcomed.

STUDENT AFFAIRS POLICIES AND STATEMENTS

**Alcohol Usage Policy**
Mount Mary University adheres to state laws and the legal drinking age. Proof of age must be shown at events where alcohol is available on the Mount Mary campus. The unauthorized sale, possession or consumption of alcoholic beverages by students on campus is prohibited unless permission has been granted for its use at specific University-sponsored functions. Use or possession of alcoholic beverages by students off-campus is governed and controlled by state and/or local laws.
Each group sponsoring social activities where alcohol will be served on campus must publish procedures in compliance with state law and Mount Mary policy. The following guidelines are to be enforced by organizations when alcohol is served at organization-sponsored events:

- Any event where alcoholic beverages will be served must be approved by the Director of Student Engagement. No advertising or promotion may occur prior to this approval.
- The student organization advisor must be present at any event where alcoholic beverages are served. If the advisor is unable to attend, a Mount Mary University official (faculty member, administrator, or staff member) must be present at all times. Advisor(s) must meet with the Director of Student Engagement in advance to review their responsibilities.
- Proof of age must be shown at events where alcoholic beverages are served on the Mount Mary Campus. Procedures developed by the organization to enforce this guideline must be approved in advance by the Director of Student Engagement.
- If guests do not cooperate with the guidelines and procedures, they must leave.
- Food must be served with the alcoholic beverages. If alcohol is served free of charge, non-alcoholic beverages must also be served free.
- The expenditure of student activity fees for alcoholic beverages is not allowed.
- All advertisements must indicate the sponsoring organization and have approval from the Director of Student Engagement. Promotional materials may not advertise or promote the consumption of alcohol.
- Alcoholic beverages may only be sold and served by a licensed bartender.
- Disciplinary action for Mount Mary University students will be taken when students violate the alcohol policy. Please see the Student Conduct Code location in this Student Handbook for further information.

**Alcohol/Drugs/Illegal Substances Policy**

MOUNT MARY AS A DRUG-FREE CAMPUS
In order to maintain an environment conducive to learning and to assist in personal development, the University provides educational information about alcohol and other drugs. When possible, one of the first responses to an individual found abusing drugs will be assistance in overcoming the problem. The use and abuse of alcohol and illegal drugs can hinder the ability of an individual to function properly, interfere with the rights of others, and be a detriment to the educational process for which Mount Mary University exists.
Possession, use, manufacturing, distribution, and/or sale, and student involvement in illicit use of narcotics, amphetamines, barbiturates, LSD, marijuana or any other harmful drug is illegal and is
prohibited. Students shall not possess any illegal or controlled substance in crude or refined form except under the direction of a licensed physician. Students shall not possess any items that are designed for the use of drugs (pipes, blow tubes, bowls, bongs, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy. Student involvement in such matters is a Mount Mary University concern whether they occur on or off campus and irrespective of any action by civil authorities.

A person is expected to be responsible for his or her behavior at all times. Conduct which is in violation of the state, county, and municipal laws or the University regulations relating to the use of alcoholic beverages may involve the student in University disciplinary procedures, with sanctions ranging from a warning to expulsion, regardless of the action that may be taken by civil authority. University action may be taken if an individual’s conduct is inappropriate to an educational institution and to a residential community, whether or not his or her actions may be due to the consumption of alcoholic beverages.

Hazing
The term “hazing” as used in this handbook means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Whoever knows that another person is or has been the victim of hazing, should report all relevant information to an appropriate law enforcement official or the Provost as soon as reasonably practical and to the extent that she can do so without danger to herself or others.

Protest and Petitions
A student has the right to present a petition, to protest, or to circulate papers in her or his own name as an individual, but she or he may not pose as a representative of the University or as its spokesperson when presenting her views to the press.

Orderly and peaceful demonstrations on the campus are permitted. However, the University has the obligation to ensure the safety of individuals, the protection of property and the continuity of the educational process. When picketing or other forms of peaceful protest take place outside University buildings, the University insists on the right of free passage for all through the areas where members of the University community have a right to be. When such demonstrations take place inside University buildings, the University insists on orderliness, free passage to all rooms, lack of excessive noise, and no interference with classes, library, offices, assemblies or normal administrative functions. Students participating in off-campus demonstrations will be subject to University discipline for reasons stated above as well as for the deliberate misrepresentation of the position of the University, outrageous abuse of the name of the University or participation in demonstrations adjacent to the campus that disrupt University functions.

Sales and Solicitation
Unauthorized selling and/or collecting is not allowed on campus. Generally, sales are limited to the bookstore, Crossroads, and the cafeteria. This includes sales promotion through electronic mail. Solicitation using University buildings, equipment, services or grounds is prohibited without the expressed written sponsorship of the Student Affairs Office and approval from the Director of Student Engagement. No student is to permit his or her residence hall room to be used for any commercial purpose. University-wide solicitations need the authorization of the Provost.

Sexual Assault Policy
Sexual assault perpetrated on any individual at Mount Mary University will not be tolerated and will be
met with disciplinary action up to and including immediate employment termination or student dismissal. Discipline may be imposed upon a finding of a probable violation of University rules. If necessary, measures will be taken to separate the alleged assailant from the victim.

Students who are assaulted are urged to promptly report the crime both to the police and either the Dean for Student Affairs, the Coordinator of Residence Life and Student Engagement, or Public Safety (ext. 345).

Sexual assault is defined as “any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent”, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse”, and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.

The Dean for Student Affairs, the Coordinator of Residence Life and Student Engagement, the Director of Public Safety, or the Counseling Center will discuss with the victim the range of resources and alternatives available to her/him. Referrals regarding who should be contacted with requests for changes in academic, living, or work situations by those who have been a victim of a sexual assault can be provided.

Mount Mary University Public Safety offers educational seminar on prevention of date rape, crime prevention and personal safety. Other services offered by Public Safety include safety escorts and assistance in enforcing restraining orders.

TECHNOLOGY POLICIES

Information Technology Acceptable Use Policy

In general, Mount Mary University provides numerous information technology resources for use by the Mount Mary University community to support its educational mission. The use of these resources must be consistent with the goals of the University. As a member of the Mount Mary University community, we are expected to act responsibly and to follow the University’s guidelines, policies and procedures in utilizing information technology and electronic networks accessed by such technology. The University’s acceptable-use policy includes the following guidelines and the requirement of each Mount Mary University community member, including faculty, students, staff or other users to:

A. General Usage

Respect the rights of others to freedom from harassment or intimidation. Sending of abusive or unwanted material causing the work or University experience of others to be disrupted is a violation of University policies. It may also violate the law, and is unacceptable.

Respect copyright and other intellectual-property rights. Copying of files or passwords belonging to others will be considered a violation of University policies, a violation of law and may constitute fraud, plagiarism or theft. Software licensed by the University must only be used in accordance with the applicable license. Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses or simply damaging files) is unethical, a violation of University policies and may be a felony in Wisconsin.

Identify yourself clearly and accurately in electronic communication. Anonymous or pseudo anonymous communications appear to dissociate you from responsibility for your actions and are inappropriate. Concealing your identity or misrepresenting your name or affiliation to mask or attempt to distance yourself from irresponsible or offensive behavior is a serious abuse and violation of University policies. Using identifiers of other individuals, including using such identifiers as your own, constitutes a violation of University policies and constitutes fraud.

Abide by security restrictions on all systems and information. Violating security restrictions of the University threatens the work, privacy and well being of many others. Engaging in activities, which are attempts to bypass security restrictions, is a serious violation of University policies, grounds for immediate suspension of your access privileges and other disciplinary action. Such activities may
include but are not limited to: distributing or making your password or another person’s password or access code available to others; or otherwise attempting to evade, disable or “crack” password or other security provisions or assisting others in doing so.

**Use resources efficiently.** Accepting limitations or restrictions on computing resources, such as storage space, time limits or amount of resources consumed, when so instructed by the University. Such restrictions are designed to ensure fair access for all users.

**Recognize limitations to privacy in electronic communications.** You may have an expectation that the contents of what you write, create, store and send be seen only by those to whom you intend or give permission. However, the security of electronic information on shared systems and a network is approximately that of paper documents in an unsealed envelope--generally respected, but breakable by someone determined to do so. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.

**Accept responsibility for your own work by learning appropriate uses of software to maintain the integrity of what you create.** Keep archives and backup copies of important work. Learn and properly use the features for securing or sharing access to your information on any computers that you use. Change passwords frequently and do not share them.

**Resources may be used for lawful and permitted purposes only.** Use of resources for unlawful purposes or for uses not specifically permitted by the University, or assisting another in such use, is a serious violation of University policies and grounds for disciplinary action and other sanction.

The University extends University policies and procedures for use and access to information technology and systems outside the University accessed via University facilities. Network or computing providers outside the University may additionally impose their own conditions of appropriate use, for which you are responsible.

In the University’s discretion to maintain continued reasonable services to the rest of the community, or in cases of irresponsible use, units providing resources may suspend privileges and may disallow connection of computers (even personal ones) to the campus network or take or recommend other action necessary or appropriate. System maintenance may involve the investigation of technical problems or possible unauthorized or irresponsible usage. Mount Mary University users are expected to cooperate with investigations by resource managers or other University officials. Failure to cooperate with official investigations may be grounds for suspension or loss of access privileges or other action determined by the University. Cases of apparent abuse or violation of University guidelines, policies or procedures will be referred to the appropriate University body for action.

Issues concerning these guidelines or allegations of harassment or other irresponsible use of the information technology resources should be brought in writing to the attention of the Vice President for Academic and Student Affairs or the Director of Computer Services.

**B. On-Line Network Use**

**Use of On-Line Networks** Mount Mary University has computers capable of accessing Internet, World Wide Web and other on-line computer networks (collectively, “on-line networks”). Members of the University community are encouraged to use on-line networks for educational purposes under the appropriate circumstances. However, in order to protect University rights and the rights of others and to lessen exposure to potential liability resulting from the nature and use of information a student or faculty member posts on or transmits through on-line networks, certain rules must be followed.

Anyone who violates University policies including those set forth in the Mount Mary University Student Handbook, and others adopted by the University from time to time or applicable law, shall be subjected to sanctions determined by the appropriate University personnel and policies.

**Passwords.** You may be given passwords for accessing on-line networks (“Mount Mary passwords”) and be authorized to use one or more Mount Mary password for specific purposes. You are responsible for maintaining all Mount Mary passwords in confidence and not to disclose or make available any to third parties without our prior written consent. You will be held responsible and will be liable for any harm resulting from your disclosing or allowing disclosure or improper use of a Mount Mary password.
On-Line Conduct. On-line networks shall be used only as permitted by the University, only in accordance with applicable University policies and only for lawful purposes. Any conduct that in our sole discretion restricts or inhibits others from using an on-line network or violates University policies or applicable law is not permitted and will be subject to sanction and disciplinary action. Users are prohibited from posting on or transmitting through any on-line network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening material of any kind. Users are also prohibited from posting on or transmitting any material, which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or University policies. The University reserves the right to restrict and/or interrupt communications through or by use of any of its computers or computer services, which is believed to be harmful to the University or to others. More specifically and without limitation, the following conduct violates University policies and is not permitted.

Offensive Communication. Use of vulgar, abusive or hateful language is prohibited.

Harassment. Targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment, which is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group or organization, or attacks based on a person’s race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation are prohibited.

Offensive Graphic Files. Transmitting through or posting on any on-line network sexually explicit images or any other content deemed to be offensive is prohibited.

Impersonation. Communication under a false name or designation or a name or designation you are not authorized to use, including instances in conjunction with representing that you are somehow acting on behalf of or under the auspices of Mount Mary University are prohibited.

Chain Letters and Pyramid Schemes. Transmission of chain letters and pyramid schemes of any kind is prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on utilizing the structure of a chain letter are also of questionable legality.

Improper Advertising, Solicitation. Use of any on-line network to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by University policies and in those areas that are designated for such a purpose, for example, a classified ad area.

Improper Use of Copyright and Proprietary Information of Others. You may, subject to University policies and authorization, upload to software files or otherwise distribute on on-line networks only information [1] not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any copyrighted content submitted or used with the consent of the copyright owner should contain a phrase such as “Copyright owned by [name of owner]; used by permission.” Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of University policies and could subject you to criminal prosecution as well as personal liability in a civil suit, in addition to other sanctions.

Use of Mount Mary University Name. You may not, under any circumstances, without the University’s prior written consent, use the name “Mount Mary University” in any form or use any symbol or logo or graphic used by or associated with Mount Mary University alone or with the name “Mount Mary University” or any name, symbol, logo or graphic confusingly similar to Mount Mary University’s name, symbols, logo or graphics as part of an e-mail address, a “home page” or a second or higher level domain name for any on-line network you utilize, originate or register with Internet or similar authority. Unauthorized use of the name “Mount Mary University” or any symbol, logo or graphic used by or associated with the University or any confusingly similar thereto, is a violation of University policies and subject to sanctions.

[1]. Information can include software, photographs, videos, graphics, music, sounds and other material collectively referred to as “content”
File-Sharing And Copyright Infringement Policy
(September 3, 2003)
We are alerting the campus community – student, faculty and staff – to the personal risks involved with illegal file-sharing. It is important that you understand these risks not only because of the possibility of disciplinary action, but also to protect against criminal prosecution and the initiation of civil litigation by copyright holders. We would like you to be very aware that initiation of legal action by copyright holders is becoming more of a reality every day.

Though trading of copyright music, movies, games and software over the Internet has become commonplace using file-sharing programs such as KaZaa, Morpheus, BearShare, and WinMX, it is often not legal to do so. Most material is copyrighted and obtaining or offering such material without appropriate permission is a violation of US copyright law and may be punishable with civil and criminal penalties, including prison time and money damages. When copyright holders resort to legal actions, there is little the University will be able to do to protect copyright infringers.

Some believe that “recreational file-sharing” is unlikely to be noticed. This is not the case. The reality is that copyright holders are significantly intensifying enforcement using automated scanning software to identify infringements, no matter how small. The Recording Industry Association of America, on April 4, 2003, filed suit against four students at three universities for copyright infringement. Settlements ranged from $12,000 to $17,000.

As the Internet Service Provider to the campus community, Mount Mary University has the potential to receive infringement claims should a Mount Mary Internet user download copyrighted material. In compliance with the 1998 Digital Millennium Copyright Act, Mount Mary University will expeditiously take action when notified of infringing sites located on the campus network. All of these incidents will be referred to the appropriate campus officials and appropriate disciplinary actions will be levied against those who are downloading or serving copyrighted materials without appropriate permission.

For additional information, see the following sites:
http://www.loc.gov/copyright/legislation/dmca.pdf
http://www.educause.edu/issues/dmca.html

Please submit any questions you might have to helpdesk@mtmary.edu.